

APPLICATION FORM FOR THE POLICE SERVICE

COULD YOU?
POLICE



APPLICATION FORM FOR THE POLICE SERVICE

For office use only
Candidate URN

It is essential that you read all the guidance notes. You should complete all sections of this form in person, either in black ink or type-face. Use continuation pages only where allowed and clearly mark which questions they refer to. Please put your full name at the top of each continuation sheet. Sections that do not apply to you should be clearly marked **N/A**.

DATA PROTECTION ACT 1998

The information you provide in this application form will be entered into a manual filing system and onto a computerised recruitment system and as such is covered by the rules set out by the Data Protection Act 1998. The data will be used to assess your suitability to join the Police Service and may be shared by other forces in the United Kingdom in respect of any recruitment applications you make.

SECTION 1 ABOUT YOU

Personal details (see note 1)

Surname		Surname at birth/ previous surnames (if different)	
Forename(s)		Title (Mr, Ms, Mrs, Miss, Dr)	
Date of birth	Age	Town and country of birth	
Current address			
Postcode		Date of occupancy (month/year)	
Email address (if applicable)			
Telephone numbers (including area code)		Home	
		Work (if convenient)	
		Mobile	
National Insurance number			

Force you wish to apply to (see note 2)

Force you are applying to

Tick here if you are interested in receiving a brochure on the High Potential Development scheme (see note 3). ☐

Disability (see note 8)

The Disability Discrimination Act 1995 makes it unlawful to discriminate against a disabled person in all areas of employment, including recruitment. The Police Service welcomes people with disabilities and will do its best to make adjustments to the working arrangements and/or the working environment provided it is reasonable in all the circumstances to do so.

Do you have a disability you wish us to know about at this stage? (see note 8 for definition)

YES

☐

NO

☐

In support of your application, please let us know if you believe there are any reasonable adjustments we should be making to enable you to do the job or assist with your application.

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Nationality (see note 4)

What is your nationality?

If a Commonwealth citizen or a foreign national, is your stay in the UK free of restrictions?

YES

☐

NO

☐*If a Commonwealth citizen or a foreign national, you must include a copy of your passport which shows that your stay in the UK is free of restrictions.*

Photocopy of passport enclosed?

YES

☐

NO

☐**Convictions and cautions (it is important you read note 5 before you complete this section)**

Have you ever been convicted for any offence or had formal cautions by police for any offence or any bind-overs imposed by any court?

(You must include traffic convictions and appearances before a court martial and any cautions as a juvenile.)

YES

☐

NO

☐

If you have answered YES, please enter full details below.

Date (most recent first)	Offence/ alleged offence	Result (if known)	Court/police station involved
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Do you have any impending prosecutions?

YES

☐

NO

☐

If YES, provide full details as above.

Have you ever been involved in a criminal investigation (whether or not this led to any prosecution) or been associated with criminals?

YES

☐

NO

☐

If YES, please give details below.

Tattoos (see note 6)

Do you have any tattoos on your hands, neck, forearms or face?

YES

☐

NO

☐

If YES, describe their nature and location.

Membership of British National Party or similar (see note 7)

Are you or have you ever been a member of the British National Party or similar organisation whose constitution, aims, objectives or pronouncements may contradict the duty to promote race equality?

YES

☐

NO

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Health, eyesight and disability (see note 8)

We welcome applications from people with disabilities and we will make every effort to make reasonable adjustments if required.

If you are successful at an assessment centre you will be invited to complete and return the medical questionnaire. You will also undertake a medical examination and eyesight test.

We will also contact your employer or school/college for verification of your sickness record. Your current employer will not be contacted until an offer of employment has been made unless you agree to let us approach them beforehand.

Please state:

a) How many occasions you have been absent from work due to ill health over the last three years.

Occasions

b) How many days' sickness absence you have taken over the last three years.

Days

For example, if you have been sick on three occasions and the total number of days sick was 12, this would be shown as:

a) 3 occasions

b) 12 days

c) Please state whether any of the above was directly related to a disability under the terms of the Disability Discrimination Act 1995.

Business interests (see note 9)

Do you currently have any job or business interest which you intend to continue should you become a police officer?

YES

NO

If YES, please state the nature of this job or business and the extent of your involvement (e.g. actively involved, non-executive director). Include hours spent on it.

Do you or your spouse or any relative living with you own or run a shop or business which requires a licence (e.g. liquor, gaming, refreshment house or entertainment)?

YES

NO

If YES, please give full details.

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Financial position (see note 10)

Unless otherwise stated, complete these questions in respect of **the last six years**. If YES, you must provide full details (including dates).

	YES	NO	Details (including dates)
Have you had a loan arrangement terminated by a bank/building society/finance house/other?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had a credit/charge/store or cheque card withdrawn?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you in arrears with any existing loan/mortgage/hire purchase agreement?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been registered as bankrupt?	<input type="checkbox"/>	<input type="checkbox"/>	
If YES, have your bankruptcy debts been discharged?*	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had any Court action taken against you for any debt?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been party to a voluntary agreement registered with the County Court?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a County Court/Tribunal Judgment been made against you?	<input type="checkbox"/>	<input type="checkbox"/>	
If YES, has this been cleared?*	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had repossession proceedings commenced against you?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you consolidated all your debts with one lender?	<input type="checkbox"/>	<input type="checkbox"/>	
* If applicable, please provide a Certificate of Satisfaction as it is needed before your application can be processed.			

Previous addresses

Please give all addresses at which you have lived over **the last five years**. **Start with the most recent**. Do not include your current address. Continue on a separate sheet if necessary and attach to this page.

Full address	Postcode	Approximate dates from (month/year) to (month/year)
1.		
2.		
3.		

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About your family (see note 5)

Please tell us about your family (wherever they live), and any other adults living at your address. Provide full names including any middle names and previous surnames. Continue on a separate sheet if necessary and attach to this page. **Please complete all sections or your application will be delayed.**

Relationship to you (delete as appropriate)	Full name (include previous surnames and name at birth, if different)	Full address (including postcode, if known)
Yourself		
Date and place of birth		
Your spouse or partner		
Date and place of birth		
Your father		
Date and place of birth		
Your stepfather or mother's partner		
Date and place of birth		
Your mother		
Date and place of birth		
Your stepmother or father's partner		
Date and place of birth		
Your brother or sister (full/half/step etc)		
Date and place of birth		
Your brother or sister (full/half/step etc)		
Date and place of birth		
Your brother or sister (full/half/step etc)		
Date and place of birth		
Your spouse's or partner's mother/stepmother etc		
Date and place of birth		
Your spouse's or partner's father/stepfather etc		
Date and place of birth		
Your child/child of partner (only state if aged 10+)		
Date and place of birth		
Your child/child of partner (only state if aged 10+)		
Date and place of birth		
Other adults living at your address (e.g. lodger)		
Please state relationship to you		
Date and place of birth		

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SECTION 2 ABOUT YOUR EMPLOYMENT

Present or most recent employment (see note 11)

Name and address of most recent employer	Position held	Date started	Date left (if appropriate)	Reason for leaving/ wanting to leave
Telephone number				
Period of notice required				

Previous employment (see note 11)

Start with the most recent. Continue on a separate sheet if necessary and attach to this page.

Name, address, telephone and nature of business (including postcode, email and fax if known)	Position held	Date started (month/year)	Date left (month/year)	Reason for leaving
Person to contact				
Person to contact				
Person to contact				
Person to contact				
Person to contact				

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Referees (see note 11)

Please give names and addresses of two referees.

Referee 1:	Referee 2:
Name	
Address	
Position held	
Telephone	
May we contact this referee now?	
YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

HM Forces (see note 11)

I have served/am serving in the Royal Navy/Merchant Navy/Royal Air Force/Royal Marines/Army (circle as appropriate)

Other, please state:

Service number	Rank/Rating
Commanding Officer	
Unit and unit address	
Telephone	Served from/to
Expected date of discharge	Reason for discharge
Are you liable for further service as a Reservist?	
YES <input type="checkbox"/> NO <input type="checkbox"/>	
If YES, please give details of Reserve liabilities.	

Previous applications to, or service with, a police force

a) Please give details of any previous service in any police force, for example, as police officer, Special Constable, Support Staff or Cadet.

Dates of service from/to (month/year)	Force (Warrant No.)	Role	Reason for leaving

b) Other than at a, please give details of any previous applications to any police force, for example, as Constable, Special Constable or Support Staff.

Month/year of application	Force	Post applied for	Result

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SECTION 3 ABOUT YOUR EDUCATION AND SKILLS

Your education (see note 12)

Please give details of schools, colleges, university or other institutions attended since the age of 14.

Start with the most recent and work backwards. Continue on a separate sheet if necessary and attach to this page.

Name and address of school/college/university (include the postcode and telephone number, if known)	Attendance from/to	Full/part-time

Your qualifications and training

Please list all your qualifications including vocational and professional qualifications, short courses and relevant in-house training. Also include details of examinations/qualifications due to be taken. **Start with the most recent.** Continue on a separate sheet if necessary.

Examination type and subject (e.g. GCSE Geography)	Date passed/due to be taken	Grade (e.g. Merit, 2:1, A*)

Your other activities

Please tell us about any other skills you have such as driving or language skills and any voluntary or community activities you have been involved with.

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SECTION 4 COMPETENCY ASSESSMENT

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It is important that you read note 13 before completing this section.

- At this stage of the application, it is vital that candidates can demonstrate the core competencies needed to be effective in the role of police constable. You need to be able to demonstrate that you have the competencies for your application to proceed to the next stage.
- Please answer truthfully as you may be asked to expand on these examples at assessment.
- Do not use continuation pages. Continuation pages will not be scored.

Q1 It is vitally important that police officers show respect for others, irrespective of their background.

Try to recall an occasion when you have challenged someone's behaviour that was bullying, discriminatory or insensitive. Do not use an example where the other person was simply angry or upset. Their behaviour must have been bullying, discriminatory or insensitive. You will be assessed in this question on how positively you acted, and on how well you understood what had happened.

Tell us about the situation and about the other person or people involved.

What did you say, and what did you do?

Why do you think the other person behaved as they did?

What would have been the consequences if you had not acted as you did?

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Q2 Police officers often work in teams and it is important that you are able to work well with others, and are willing to share in the less attractive jobs.

Think of an occasion when it was necessary to work with others to get something done and where you played your part in getting a result. You will be assessed in this question on how well you co-operated with others in completing the task in hand.

Tell us what had to be done.

How was it that you became involved?

What did you do and what did others do?

How was it decided how things were going to be done?

What did you do to ensure the team were able to get the result they wanted?

What benefit did you see for yourself in what you did (if any)?

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Q3: Police officers often need to remain calm and act logically and decisively in very difficult circumstances.

Recall an occasion when you have been in a very challenging or difficult situation and had to make a decision that perhaps others disagreed with. You will be assessed in this question on how positively you reacted in the face of difficulty and challenge.

Tell us about the situation and why you felt it was difficult.

Who disagreed with you and what did they say or do?

What did you say or do and what did others do?

Tell us how this situation made you feel initially.

How did you feel immediately after the incident?

04. Police officers have to be able to communicate with a wide range of people, both verbally and in writing.

Try to remember an occasion when you have had to tell a person or a group something that they might have found upsetting or difficult to hear or read. You are being assessed in this question on how you deliver the message and the things you took into account when deciding how to do this.

Say who the people involved were and what you had to tell them.

Why did you think they might find your message upsetting or difficult?

How did you go about delivering your message? (Tell us what you said, how, where and when.)

In deciding how to deliver your message, what things did you take into account?

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In questions 5 to 10 below, we want to know something about your motivations to be a police officer, your expectations of police work and what preparation you have undertaken before applying. **These questions are important** and you may not progress to the next stage if you do not answer these questions fully. Your spelling, punctuation, handwriting and grammar are still being assessed in these questions.

Q5 Tell us the reasons why you want to become a police officer.

Q6 Tell us why you have applied to your chosen police force.

Q7 Tell us what tasks you expect to be undertaking as a police officer.

Q8 Tell us what effect you expect being a police officer to have on your social and domestic life.

Q9 What preparation have you undertaken before making this application to ensure you know what to expect and that you are prepared for the role of police officer?

Q10 If you have previously applied to be a police officer, Special Constable or Police Community Support Officer, what have you done since your last application to better prepare yourself for the role of police officer?



EQUAL OPPORTUNITIES

The Police Service is an equal opportunities employer and is determined to ensure that:

- **The workforce reflects the diverse society which it serves and that the working environment is free from any form of harassment, intimidation, bullying or victimisation.**
- **No job applicant or employee is treated more or less favourably on the grounds of gender, sexual orientation, age, marital status, race, colour, nationality, ethnic or national origins, creed, religion or disability.**
- **No job applicant or employee is disadvantaged by conditions or requirements that cannot be justified by the requirements of the job.**

The information on this form is for monitoring purposes only and will not be made available to those assessing your application. The information supplied will be treated in the strictest confidence and will not affect your job application in any way. Completion of this section of the application form is voluntary, but the information will help us ensure equality of opportunity.

This information forms no part of the recruitment process. It will be detached from your application on receipt.

Age	18-24 <input type="checkbox"/>	25-35 <input type="checkbox"/>	36-55 <input type="checkbox"/>	Sexual orientation	Bisexual <input type="checkbox"/>
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>			Gay/Lesbian <input type="checkbox"/>
Disability	Yes <input type="checkbox"/>	No <input type="checkbox"/>			Heterosexual <input type="checkbox"/>
Ethnic origin					Prefer not to say <input type="checkbox"/>
White	British <input type="checkbox"/>			Religious belief/faith	Buddhist <input type="checkbox"/>
	Irish <input type="checkbox"/>				Christian (state denomination if you wish) <input type="checkbox"/>
	Any other white background <input type="checkbox"/>				
Mixed	White and Black Caribbean <input type="checkbox"/>				Hindu <input type="checkbox"/>
	White and Black African <input type="checkbox"/>				Jewish <input type="checkbox"/>
	White and Asian <input type="checkbox"/>				Muslim <input type="checkbox"/>
	Any other mixed background <input type="checkbox"/>				Sikh <input type="checkbox"/>
Asian or Asian British	Indian <input type="checkbox"/>				None <input type="checkbox"/>
	Pakistani <input type="checkbox"/>				Other (please state) <input type="checkbox"/>
	Bangladeshi <input type="checkbox"/>				
	Any other Asian background <input type="checkbox"/>				Prefer not to say <input type="checkbox"/>
Black and Black British ^a	Caribbean <input type="checkbox"/>				
	African <input type="checkbox"/>				
	Any other black background <input type="checkbox"/>				
Chinese or other ethnic group	Chinese <input type="checkbox"/>				
	Any other (please specify) <input type="checkbox"/>				

Official use

The receiving police force must forward the Equal Opportunities and Marketing Form to:

PRU
FREEPOST NWW4520A
Manchester
M2 9SB

MARKETING FORM

To enable us to monitor our public relations and marketing activity, please indicate what prompted you to apply to join the Police Service.

Tick any that apply.

Police officer or other Police Service employee	<input type="checkbox"/>
Friend/family/other word of mouth	<input type="checkbox"/>
Careers office/school/college/library	<input type="checkbox"/>
Jobcentre Plus (please state which)	<input type="checkbox"/>
Website (please state site)	<input type="checkbox"/>
National 'Could You?' recruitment campaign:	
on television (please state channel)	<input type="checkbox"/>
in national press (please state publication)	<input type="checkbox"/>
on radio (please state station)	<input type="checkbox"/>
online (please state website)	<input type="checkbox"/>
Other advertisements, articles or interviews:	
on television (please state channel)	<input type="checkbox"/>
in local press (please state publication)	<input type="checkbox"/>
in national press (please state publication)	<input type="checkbox"/>
on radio (please state station)	<input type="checkbox"/>
in cinema (please state venue)	<input type="checkbox"/>
at local event (please state venue)	<input type="checkbox"/>
in recruitment poster (please state where, e.g. on bus)	<input type="checkbox"/>
online (please state website)	<input type="checkbox"/>
other (please specify)	<input type="checkbox"/>
Please give details of any other media, interviews or articles which prompted your application.	

To help us monitor the return of applications please complete the following:

Name

Date of birth

Force applied for

Application Form received from:

'Could You?' Helpline ☐ Force ☐ Other ☐ please specify:

SECTION 5 DECLARATION

I declare that all the statements I have made in this application are true to the best of my knowledge and belief and that no relevant information has been withheld.

I understand that:

- I must inform the Recruitment Office without delay of any change in my circumstances.
- Criminal conviction checks will be made against myself and my family members and I have informed them of this.
- Financial checks will be undertaken to verify my financial status and that all such information will be treated in confidence. I consent to these checks being made.
- Formal disclosure of my Service Character Assessment (Armed Forces) will be sought and I consent to this.
- Any offer of appointment will be subject to satisfactory references and vetting, a medical examination, continued good conduct and maintenance of fitness.
- A member of a police force who has deliberately made any false statement or omitted information in connection with his or her appointment may subsequently be liable to misconduct proceedings.

- If I am appointed my fingerprints and a sample of my DNA will be taken and held on record for elimination purposes.

- Successful candidates must serve wherever required to do so within the force area.

- The Chief Officer retains the right to reject any application without giving reasons.

- The information I have provided may be held on manual filing and computer systems as part of the recruitment process. I understand this information may be shared by other police forces.

- I am not and have never been a member of the British National Party or similar organisation whose aims, objectives or pronouncements may contradict the duty to promote race equality.

Signature _____

Date _____

CHECKLIST

1 Read through your completed application form carefully

Ensure it is clearly presented and that you have answered all the questions, marking them not applicable (N/A) where appropriate.

Failure to provide accurate and complete information may result in your application being delayed or rejected.

If, after reading through the recruitment material, you have any remaining questions, please feel free to contact your local Recruitment Office.

Remember to take a photocopy of your completed application form.

2 Before returning your application form, please check you have done the following:

Have you included a telephone number at which you can be contacted?

☐

If you are a Commonwealth citizen or a foreign national, have you included a photocopy of your passport with evidence that your stay here is not subject to restrictions?

☐

Have you signed the declaration on this page?

☐

If applicable, have you enclosed a Certificate of Satisfaction (see page 4)?

☐

Have you completed and enclosed the Equal Opportunities Form and Marketing Form (see pages 15 and 16)?

☐

THE COMPLETED APPLICATION FORM AND ALL ENCLOSURES SHOULD BE SENT TO THE RECRUITMENT OFFICE OF YOUR PREFERRED FORCE. A LIST OF ADDRESSES AND CONTACT DETAILS IS ENCLOSED.

Guidance notes for the completion of this Application Form

This document will all content be used to assess the applicant's suitability for all levels of the food chain. It will provide information on the applicant's personal circumstances, including your current employment, family, financial, and other relevant information, and details of any convictions or cautions.

The following information is relevant to all of your applications, regardless of the level.

Note 1 Personal info

Personal information is required for all levels of the food chain. This includes your name, date of birth, and address. You must provide this information for all levels of the food chain.

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Note 2 Food not required

Food is not required for all levels of the food chain. This includes your name, date of birth, and address. You must provide this information for all levels of the food chain.

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Note 3 Food required

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Note 4 Convictions

Convictions are required for all levels of the food chain. This includes your name, date of birth, and address. You must provide this information for all levels of the food chain.

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Note 5 Convictions and cautions: you and your family

Convictions and cautions are required for all levels of the food chain. This includes your name, date of birth, and address. You must provide this information for all levels of the food chain.

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Note 6 Tattoos

Tattoos are not a bar to appointment. However, some tattoos could potentially offend members of the public or colleagues, or could bring discredit to the Police Service. It depends on their size, nature and location, and sometimes on the extent.

If you have tattoos on your face, neck, forearms, or hands, you should describe their nature, words used, extent, size and location.

Tattoos are not acceptable if they:

- Undermine the dignity and authority of the office of constable.

- Could cause offence to members of the public or colleagues and/or invite provocation.
- Are garish or numerous or particularly prominent.
- Indicate unacceptable attitudes towards women, minority groups or any other section of the community.
- Indicate alignment with a particular group which could give offence to members of the public or colleagues.
- Are considered to be rude, lewd, crude, racist, sexist, sectarian, homophobic, violent or intimidating.

Note 7 Membership of British National Party or similar

The Police Service has a policy of prohibiting any of their officers or staff from becoming members of the BNP or similar organisations whose aims, objectives or pronouncements may contradict the duty to promote race equality.

If you are, or have been, a member of the BNP or similar, your application may be rejected.

Note 8 Health, eyesight and disability

Applicants must be in good health, of sound constitution and able both physically and mentally to perform the duties of a police officer once appointed.

Police officers are covered by the Disability Discrimination Act. If you have a disability, we will make adjustments where it is reasonable to do so. Please provide any relevant information about your disability and details of any reasonable adjustment you think you may need to undertake the assessment process and the role of a police officer.

Disability is defined as 'a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities'.

Successful applicants will fill in a medical questionnaire and undertake a medical examination prior to appointment.

All applicants will have their eyesight examined at the medical assessment stage. Failure to meet the standards means you cannot be appointed.

You will also be required to pass a physical fitness test.

Information about the medical and eyesight standards, the fitness test and fitness training can be found on www.policecouldyou.co.uk

The Eyesight Requirements

You may have seen a chart like the diagram below at your opticians.

A	6/60
BC	6/36
DEFG	6/24
HIJKLM	6/18
NOPQRSTU	6/12
VWXYZABCD	6/9
EFGHIJKLMNOPQ	6/6
RSTUVWXYZABCDEF	6/5

The actual chart is much larger and is read from a distance of six metres. Each line equates to a standard.

The standard you need to meet either with or without spectacles or contact lenses is:

Distance Vision

6/12 or better with either your right or left eye
6/6 with both eyes together

If you wear spectacles or contact lenses you also need to reach 6/36 without your spectacles or lenses.

Near Vision

N6 with both eyes together (aided).

Colour Vision

The use of colour correcting lenses is not acceptable.

Severe colour vision deficiencies (monochromacy) are not acceptable. Mild anomalous trichromacy is acceptable. Severe anomalous dichromacy or trichromacy are also acceptable but you will need to be aware of the deficiency and make appropriate adjustments.

Eye Surgery

Radial Keratotomy, Arcuate Keratotomy or corneal grafts are not acceptable.

Other forms of refractive surgery such as LASIK, LASEK, PRK, ICRS, epiflap are all acceptable provided that six weeks have elapsed since surgery, there are no residual side effects and the other eyesight standards are met.

You may be asked to provide a report from an optician. This can be found at www.policecouldyou.co.uk under Eyesight Standards

Note 9 Business interests

Unless the Chief Officer decides otherwise, you will not normally be eligible for appointment as a police officer if you have any of the following business interests:

- You hold any office or employment for hire or gain (other than as a police officer) or you carry on any business.
- Your spouse or any other relative living with you keeps a shop or similar in the area of the police force in question.

- You, your spouse or any relative living with you holds or has a financial interest in any licence or permit relating to liquor licensing, refreshment houses or betting and gaming or the regulation of places of entertainment in the area of the police force in question.

However the Chief Officer may decide to allow the business interest, if he/she thinks it is compatible with being a member of the force.

Note 10 Financial position

Police officers are in a privileged position with regard to access to information and could be considered potentially vulnerable to corruption. Applicants to the Police Service should not therefore be under pressure from undischarged debts or liabilities and should be able to manage loans and debts sensibly.

Police Regulations also state that a member of a police force shall not wilfully refuse or neglect to discharge any lawful debt. Your application will therefore be checked to determine and verify your financial position.

Most applicants have debts, such as mortgages, undischarged student or other loans, and credit/store card debts. Debts which are within your means and are manageable are not a bar to appointment.

- Applicants who have existing County Court Judgments outstanding against them or who have been registered bankrupt and their bankruptcy debts have not been discharged will not be considered.
- Applicants who have discharged County Court Judgments may be considered.
- Applicants who have been registered as bankrupt and their bankruptcy debts have been discharged will only be considered after three years from discharge of the debt.

Note 11 Employment

You are asked to provide details of employment covering at least the last 10 years. Include full-time and part-time work and answer the questions in each of the columns.

References:

Give the names, addresses and telephone numbers of two referees and include the position they hold and telephone number, if known. These should preferably be two employers and should include your current employer (or most recent employer, if you are currently unemployed). Personal references should only be given if you have not been employed or are self-employed. References will always be taken from HM Services and from other police forces, covering performance, conduct and absence.

We will not make enquiries with your current employer until you are recommended for appointment or you have agreed to let us approach them now.

They should not be related to you and you should have known them for at least three years.

HM Forces:

Applications from Service personnel will be accepted only if you have 12 months or less to serve before discharge. Please enclose confirmation of your projected date of discharge (e.g. a letter from your Commanding Officer).

Due to the nature of employment with HM Forces, it must be emphasised that security checks will be made with the appropriate military authority at an early stage in the selection process. This is in addition to your current employer's reference, if different.

It is at the discretion of the Chief Officer as to whether successful applicants are allowed to remain on the Reserve List.

Note 12 Education and skills

Qualifications are not a requirement for appointment but for training and development purposes you will be required to produce examination certificates, if recommended for appointment. If you are still in, or have recently left, full-time education, we may also ask for a referee from the relevant institution.

Note 13 Competency assessment

What you need to do:

We are looking for evidence of the qualities you already have or may develop to enable you to carry out the role of a police officer. Your answers here will be used to decide whether your application will proceed to the next stage. It is important therefore that you think carefully about your answers. If you are unsuccessful you will not be able to reapply for up to six months.

Each question asks you to provide detailed examples of situations from your recent past experience.

You must give specific examples of what you did or said on a given occasion. It is important that we can see in as much detail as possible, exactly how you behaved. You must tell us about a specific occasion. Generalisations about what you usually do, what you did on a number of previous occasions, or what your group/team have done will not score well. We need to know what part you played on that occasion.

- This part of the Application Form asks you to provide four specific examples from your recent past experience of situations you have encountered (questions 1 to 4). **Your answers will be used to decide if you progress to the next stage of assessment.**
- You should read the questions fully and choose your examples very carefully. Each question has a number of prompts. Make sure you consider all of the prompts.
- Answer all of the questions. If you leave a question blank or tell us that you cannot think of any answer, it is very unlikely you will pass.
- **You must give clear evidence of what you did or said on that specific occasion.** Do not generalise about what you usually do.
- In all parts of the form please write clearly and concisely. If we can't read it or understand it, we can't score it. Pay attention to your **spelling, handwriting, punctuation and grammar.** You are being assessed throughout this Application Form on your written skills. We also expect your examples to be focused, succinct, and fluently written, as any police report or statement would need to be.
- Avoid using jargon or slang terms. Remember that this is a formal application for an important and responsible job.
- Try to use examples from a work environment. If you do not have or cannot think of examples to use from a work setting, you can use examples from your social, domestic or educational life. They can score just as well as work examples.
- Try to use examples which you found difficult or challenging to deal with.
- Write in complete sentences, rather than notes or bullet points.

- **You must not add extra sheets,** write outside the space provided or write between the lines. No marks will be given for evidence outside the space provided.
- The form also asks about your motivations to become a police officer, your expectations of the role and what preparation you have undertaken to apply (questions 5 to 10).
- The application must be all your own work. Be honest and expect to be questioned on any answers that you give.

We have developed an example of the style of answer we would like. This should give you an idea of the kind of detail that we need from you.

Example reply

Police officers need to be able to take responsibility for, and be prepared to defend their decisions. Think of a situation when you have had to make a difficult decision and explain it to other people.

What was the situation and the decision you had to make?

I had to make a decision as to whether I took up an offer on a course. The course had been very difficult to gain a place on, and it was likely that I would not be offered another place if I declined. However, I had also been offered the opportunity to take an extended holiday with a group of friends in Australia which had been planned for some time.

What kind of things did you take into account when making the decision?

I thought about the long-term advantages the course would bring and about how I didn't want to let my friends down. Ultimately, the opportunity to go on the holiday was going to be available again in the future, but the course wasn't.

What were the consequences of getting the decision wrong or avoiding making the decision?

I had to reply by a set date to accept my place on the course. If I decided not to take up the place it would damage my career, as the course was a pre-requisite for further courses which I needed in order to get the job I wanted. I also stood a chance of alienating some good friends as they had paid a deposit and were depending on me to share the cost of accommodation and car hire.

Tell us exactly how you explained your decision to others?

I called one of the people I was intending to travel with and asked them if I could see them. I explained the situation, and asked them how they felt the others would react and how I should handle that. I then met with the others and broke the news. I just came out and told them rather than trying to break it gently and them not understanding. I pointed out that the course offered long-term career and financial advantages.

A final word

What can hold up the process?

Your application and assessment can be completed within three or four months. However, there are some of the more common reasons for holding up applications:

- Failure to complete all parts of the Application Form or to include copies of all the documents requested or to sign the declaration.
- Failure to train properly for and pass the fitness test first time.

- A medical query raised by the Force Medical Officer. This may need reference to your doctor, and your consent will need to be obtained before your doctor is approached. You may find it helpful to discuss any medical or disability issues at an early stage.
- Difficulties in obtaining security clearance (perhaps because you have been living abroad) and delays in obtaining references from referees.

Your co-operation can help avoid delays.

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The Police Service is committed to equal opportunities.